

## Sample Request Letter

Please Fax your completed request to (317) 234-4449.

If you have any questions concerning the Common Construction Wage process, please call the Indiana Department of Labor at (317) 232-2655.

### **DATE:**

Indiana Department of Labor  
ATTN: Wage and Hour Division  
402 West Washington Street, Room W195  
Indianapolis, Indiana 46204

RE: **PROJECT NAME(S), ACTUAL ESTIMATED COST(S), FUNDING SOURCE(S)**

Dear IDOL Representative:

On behalf of the **NAME OF AWARDING AGENCY, CITY, COUNTY**, Indiana, and pursuant to IC 5-16-7-1, we request the appointment of a committee to determine Common Construction Wages for the above referenced projects which have a value in excess of one hundred fifty thousand dollars (\$150,000).

This Project consists of **SCOPE OF WORK TO BE PERFORMED**. The Estimated Bid Award Date for this Project is **BID AWARD DATE**. Construction is estimated to begin on **CONSTRUCTION BEGIN DATE**. The Awarding Agency Contact for this Project will be **NAME OF CONTACT**, who can be reached at **CONTACT PHONE NUMBER**.

The following representatives have been appointed and agree to serve on the committee:

Awarding Agency / Industry Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**FAX and/or E-MAIL**

Awarding Agency Taxpayer Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**FAX and/or E-MAIL**

County Legislative Body Taxpayer Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**FAX and/or E-MAIL**

\*Also include the **NAMES**, **ADDRESSES**, and **FAX NUMBERS** of any Open Door Law (Public Notice) requests that you have received for this meeting.

If you have any questions, please call me at **YOUR PHONE NUMBER**.

Sincerely,

**YOUR NAME**  
**YOUR TITLE**